

Job Title:	Project Manager	Division	Engineering Solutions
Level/Salary Range:	Internal – NA External – £30-35K	Position Type:	Full Time - 40hrs per week Mon-Thurs 08.00 – 17.30 Fri 08.00 – 12.00

Job Description

ROLE AND RESPONSIBILITIES

Applied Automation's Engineering Solutions division is looking for a highly organized Project Manager to help ensure the assembly and successful delivery of equipment and services. You will need to be a dependable, self-starter and a good team player who is customer focused and deadline orientated. A sound technical knowledge of all aspects of Systematic Project Management (SPM) building and machine automation plus experience with MS Project is required.

PROJECT RESPONSIBILITIES

- Attend project handover meeting from sales, meet with clients to take detailed ordering briefs and clarify specific requirements of each project.
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Generate project quad charts and monitor project progress in terms of time, cost and quality. Communicate on project progress
- Manage the project team and delegate project tasks based, track project performance, specifically to analyse the successful completion of short- and long-term goals
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis and forward forecasting
- Use and continually develop leadership skills
- Managing a mixture of small, medium and large projects of varying complexity
- Agree and document project objectives
- Managing project risks and issues and escalating accordingly
- Hosting customers on site to conduct system testing and trials

OTHER RESPONSIBILITIES

- Managing projects within Workflow (an internal management system) and communicating progress to customers
- Invoicing projects at key stages
- Helping to maintain existing customers and develop new customers
- Organizing and attending meetings with other functions as required to perform duties and aid business development
- Attending training and develop relevant knowledge and skills
- Actively supporting the leadership team in developing and growing the company
- Undertake Ad hoc projects as required by the business
- Support and maintain HSE policies and procedures
- Actively pursuing cost reduction opportunities

ESSENTIAL EXPERIENCE, COMPETENCIES AND QUALIFICATIONS

- A level (or equivalent) at grades A to C level in English, Maths and IT subjects
- Ability to communicate effectively with all levels of staff, both written and orally
- Competent in the use of Microsoft Word, Excel and Adobe Acrobat
- Competent in the use of Microsoft Project
- Excellent attention to detail
- Ability to plan and organise workload to ensure all deadlines are met.
- Able to demonstrate a flexible, “can do” approach to their work
- An understanding of Prince 2 and/or APM project management disciplines

PREFERRED SKILLS

- Prince 2 and/or APM qualified
- Understanding of document control principles
- Technical background
- Knowledge of quality management systems
- Administration experience gained within an engineering environment

Closing date:	22 June 2019
How to apply:	Email a covering letter and your CV to HR@appliedautomation.co.uk